

PREPARING PEOPLE FOR WORK

Continuing Ed

Continuing Education 2011 Fall
Classes begin throughout the semester
see webpage for additional classes



SOUTHWESTERN
COMMUNITY COLLEGE

College of the Great Smoky Mountains

www.southwesterncc.edu/conted/fall

GENERAL INFORMATION

CONTACT INFORMATION

General Information: 339-4426
Business and Industry: 339-4218
Computer Courses: 339-4426
Defensive Driving: 497-7233 or 339-4426
Ed2Go Online Classes: 339-4272
Emergency Medical Services: 306-7044
Fire and Rescue: 306-7045
GED Testing: 339-4486
Heritage Arts: 497-3945
Law Enforcement: 306-7043
Motorcycle Rider: 306-7041 or 306-7040
Nursing Assistant: 339-4305 or 339-4331
Personal Enrichment/ Plus 50: 339-4497
Professional Licensure: 306-7034
Transcripts: 339-4206 or 339-4426
Cashiers Center: 339-4272
Cherokee Center: 497-7233
Macon Annex: 306-7034
Public Safety: 306-7041
Sylva CE: 339-4426
Swain Center: 488-6413

PRE-REGISTRATION

Pre-register by calling the Continuing Education office nearest you. Designate which class you would like to take and leave your name, address and phone number. If you need to cancel enrollment in class, call prior to class meeting.

REGISTRATION

You will pay fees and complete registration forms during the first class session. Be sure to bring your Social Security number and proper fees to the first class.

REGISTRATION FEES

Registration fees are due at the time of registration. Students are not enrolled until all registration fees are paid. Registration fees, supplies fees, technology fees, insurance fees, and book fees, if required, are listed with each course listing.

Senior Citizens: As set forth in the NC General Statutes, full-time North Carolina residents, 65 year of age or older, will be exempt from the registration fee for one Occupational Extension course each term. There are no senior exemptions for Self-Supporting classes.

ELIGIBILITY

Admission is open to adults who are at least 18 years-old and who are not enrolled in public school. Sixteen to 18 year-olds may enroll in some courses, when space is available and pending proper permission. Students under 18 years of age may enroll in Summer classes designed specifically for the younger student.

Only individuals enrolled may attend class. Continuing Education Units (CEUs) of credit are available.

COURSE REPETITIONS

Effective Sept. 1, 1993, the NC Community College System established a Course Repetition Policy requiring students, including senior citizens, who take occupational extension courses more than twice within a five-year period, to pay the full cost of the course. This provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled. Students may enroll in community service/personnel enrichment courses as many times as necessary to accomplish their individual educational/training goals, provided they continue to show progress, do not prohibit others from participating, are willing to pay fees and do not violate policies of the NC Community College System.

CONTINUING EDUCATION CREDIT

For occupational extension classes, Continuing Education Units (C.E.U.s) are awarded. One C.E.U may be given for each 10 contact hours of participation in class.

REFUND POLICY

Registration fee refunds are granted only under the following circumstances:

- A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.
- After the respective class begins a 75 percent shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term of if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- Self-supporting classes are not eligible for refunds.

DISCLAIMER

The classes presented in this publication should not be considered a contract between SCC and any student. Changes or errors may occur for various reasons. A minimum number of students may be required before a class can be conducted. Pre-registered students will be contacted if changes or class cancellation is necessary.

Basic Rider Course: This course covers the basic fundamentals needed to develop your capabilities to become a safe and responsible motorcyclist. It provides the opportunity for you to learn the physical and mental skills important for operating a motorcycle. In the classroom, you will learn ways to minimize risk and handle special riding situations. During the riding portions, you will be coached to develop the physical skills of basic control that include: straight line riding, stopping, turning, and shifting, and then move one to more advanced skills in stopping quickly, cornering and swerving. Must pre-register and submit payment, \$195. Class filled as payment is received. Self-supporting, no refunds. Class meets on Friday evenings, 6-10pm, and on Saturday and Sunday, 8-5pm. (Class ending times may vary with student skills).

SCC PSTC \$195

Sept.: 14-16 (Weekday)

16-18

30-Oct. 2

October:

14-16

28-30

Experienced Rider Course (ERC):

This course is for the rider with at least six months or 3,000 miles riding experience. Students must possess a valid driver's license with a motorcycle endorsement. The course offers classroom training on traction management and strategies for safer cycling, as well as advanced turning, braking, and swerving techniques. Students will need to furnish a street-legal, properly licensed and insured motorcycle of any size. If the motorcycle is not registered in student's name, written permission from the owner to use the motorcycle must be furnished. All motorcycles will be inspected for proper and safe condition with particular attention to tires. Must pre-register and submit payment of \$75. Self-supporting, no refunds. Must be 18 years old to enroll.

SCC, PSTC Sa 8A-5P \$75

SPRING 2012

Advanced Rider Course (ARC):

Based in the Military Sport Bike Rider Course, this one-day course is for experienced riders who desire to learn and practice more in-depth riding techniques. Classroom activities address personal risk management strategies; discuss options for cornering, breaking and swerving; and improve visual perception to identify collision traps. On-cycle range exercises provide practice in cornering, braking and swerving. There is no skill text in this course. Students will need to furnish a street-legal, properly licensed and insured motorcycle of any size. If the motorcycle is not registered in student's name, written permission from the owner to use the motorcycle must be furnished. All motorcycles will be inspected for proper and safe condition with particular attention to tires. Must pre-register and submit payment of \$75. Classes limited to 12 and is filled as payment is received. Self-supporting, no refunds.

SCC, PSTC Sa 8A-5P \$75

SPRING 2012

Contact 828.306.7040 for information and to pre-register

Experienced Rider/Advanced Rider Combo Course:

This two-day 16-hours course will allow riders to complete both the Experience Rider Course (ERC) and Advanced Rider Course (ARC). By combining courses rides can **save money** while enjoying the benefits of enhancing riding skills. Students will need to furnish a street-legal, properly licensed and insured motorcycle of any size. If the motorcycle is not registered in student's name, written permission from the owner to use the motorcycle must be furnished. All motorcycles will be inspected for proper and safe condition with particular attention to tires. Must pre-register and submit payment of \$120. Classes

limited to 12 and is filled as payment is received. Self-supporting, no refunds.
SCC PSTC SAT/SUN 8A-5P \$120
Spring 2012

Defensive Driving: \$60

Have you received a minor traffic ticket recently?

If you have received a speeding citation, enroll in our four-hour Defensive Driving class. You may save money on your insurance, keep points off your license and sharpen your driving skills. This program was designed by the National Safety and Health Council and is offered by Southwestern Community College and Mike Bonfoey, District Attorney of the 30th Judicial District.

To take advantage of the program drivers should register and complete the four-hour course before their court date. The cost of the course is a non-refundable \$60. Drivers must then enter a written plea agreement and plead guilty to a lesser charge. Court costs and fines will be assessed.

Monthly classes held at these locations:

SCC Sylva Campus

SCC Macon Annex (behind the Courthouse in downtown Franklin)

SCC Swain Center

Some of the violations eligible are speeding, failing to reduce speed, exceeding safe speed, failure to reduce speed, stop sign violation, unsafe movement, red light violation, improper passing, improper use of traffic lane, failure to give turn signal, driving left of center, failure to burn or dim headlights and crossing median.

Drivers are not eligible if they have a commercial driver's license and the violation occurred while they were operating a commercial vehicle. Drivers are also ineligible if an accident was involved that resulted in personal injury to someone or resulted in property damage in excess of \$1,000. Other restrictions may apply.

Completion of the National Safety Council's Four-Hour Defensive Driving Course for an eligible traffic violation may prevent assessment of insurance points or premium surcharges on your insurance policy and/or points on your North Carolina Driver's License. You must verify eligibility with the clerk of court and your insurance company. You are **NOT** eligible for this program if...

-You have paid off the ticket or citation before class.

-You have a CDL and your violation occurred while operating a commercial motor vehicle.

-You completed the class in exchange for a PJC, or otherwise received a PJC, in the last three years.

A "Prayer for Judgment Continued (PJC)" means the determination of guilt by the court though no sentence has been imposed. With respect to a PJC for any moving violation, there shall be no insurance premium surcharge nor any assessment of points unless the vehicle owner, principal operator, or any licensed operator in the owner's household has a driving record consisting of a PJC for any moving violation during the three years immediately preceding the date of application or the preparation of the renewal. GS 58-36-75(f)

Anyone may take advantage of this class, even if you have not received a violation. The benefit of taking a defensive driving course is being able to keep you and other drivers safe on the road. You will refresh your own safe driving techniques, and pick up on some techniques to help avoid and alert others with unsafe driving practices while you're driving. Excellent information is included for all drivers, including new drivers.

Call any SCC center for information. **Self-Supporting.** *Self-Supporting classes are not eligible for refunds*

*****You will need your citation, driver's license, and \$60 cash to register for the Defensive Driving classes*****

To Register:

*Please bring your driver's license, your citation, and **\$60 in cash** to any SCC location.*

Drivers must register five business days prior to the class.

No late arrivals will be admitted to class.

*Refunds will **NOT** be granted for failure to attend class.*

If you are under 18 you must get a concurrent enrollment form signed prior to registration.

2011 Classes

SCC Swain Center	M	9/19/11 10/10/11 11/07/11	9A-1P 9A-1P 9A-1P
SCC Swain Center	T	9/27/11 10/25/11 11/29/11	6-10P 6-10P 6-10P
SCC Macon Annex	Sa	9/10/11 9/24/11 10/8/11 10/22/11 11/5/11 11/19/11 12/3/11	9A-1P 9A-1P 9A-1P 9A-1P 9A-1P 9A-1P 9A-1P
SCC Sylva	T	9/6/11 10/4/11 11/1/11 12/6/11	6-10P 6-10P 6-10P 6-10P

**Computer Education
BEGINNERS COURSES****Computer Basics for the Beginner:** 24 hrs, 2.4 CEUs

Designed and recommended for the new computer user. Learn the computer basics including: proper shut down of the computer, mouse use and maintenance, use of the keyboard, identification and use of icons, windows, menus, how to name, save, retrieve and revise a document; control panel tools; hardware and software vocabulary, basics of file management, how to use some of the system tools, how to install and remove hardware and software. There is no need to feel threatened or left behind when it comes to computer skills. This interactive course will provide you with the foundation skills that will allow you to learn and grow.

SCC Cherokee Center	T,Th	9/6-9/29	6-9P	\$65+\$5TF
SCC Cherokee Center	M,W	10/17-11/09	6-9P	\$65+\$5TF
SCC Macon Annex	M,W	9/12-10/5	5:30-8:30P	\$65+\$5TF
SCC Macon Annex	T,Th	10/11-11/3	5:30-8:30P	\$65+\$5TF
SCC Jackson Campus	M,W	9/19-10/12	6-9P	\$65+\$5TF
SCC Jackson Campus	M,W	10/24-11/16	6-9P	\$65+\$5TF

COMPUTER APPLICATIONS

MS Excel: 24 hrs, 2.4 CEUs: This course is designed for the computer literate to intermediate level user. As a result of taking this course, participants will be able to create, sort filter, edit, and print spreadsheet files using Excel. Writing formulas, formatting cells, cutting, copying, and pasting cells and ranges of cells will also be covered.

SCC Cherokee Center	M,W	9/12-10/5	6-9P	\$65+\$5TF
SCC Cherokee Center	T,Th	10/18-11/10	6-9P	\$65+\$5TF
SCC Macon Annex	M,W	10/10-11/2	5:30-8:30P	\$65+\$5TF

MS Word: 24 hrs, 2.4 CEUs: This course will provide a variety of word processing skills using Word. Students will learn how to format, insert a variety of objects, use tables, headers, footers, mail merges, and run spell and grammar check along with word count. Basic computer skills are required.

SCC Cherokee Center	M,W	10/4-10/27	6-9P	\$65+\$5TF
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QuickBooks Pro 2010: 24 hours, 2.4 CEUs: Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts and statements; track our payables, inventory, and receivables; create estimates and generate reports.

SCC Macon Annex	T,Th	9/13-10/6	6-9P	\$65+\$5TF
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INTERNET

Internet Basics: 12 hours, 1.2 CEUs: This exciting class will show you how to set up an E-mail account, view the latest news and entertainment, common terms related to the Internet, browser functions, search engines, security, downloads, and even how to use the Internet for work!

SCC Cherokee Center	Sa	9/17-10/1	9A-1P	\$65+\$5TF
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CERTIFICATE PREP

A+ Essentials Certification Exam (220-701) Prep: (72 hrs.) The class will prepare you for the first part of the Computing Technology industry Association (Comp TIA) A+ Certification. You can earn the A+ certification after you pass two exams (220-701 and 220-702). This class will help prepare you for the 220-701 exam. Skills learned in this class will include the installation, maintenance, and troubleshooting of common devices such as desktops, laptops, network and wireless devices, printers, and monitors. You'll also study installation and troubleshooting of common components such as CPUs, memory, disks, and power supplies. Participants need to have an excellent working knowledge of personal computers, DOS and Windows. Textbook required. **Scholarships potentially available for qualifying students.**

SCC Macon Annex	T,Th	9/1-11/22	6A-9P	Seth Kinsland	\$175+\$5TF
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Scholarships potentially available for qualifying students.

EMERGENCY MEDICAL SERVICES TRAINING, Public Safety Training Complex

For more information or to pre-register in the following classes, contact the PSTC, 828.306.7044 or e-mail tdoster@southwesterncc.edu. Classes will not be held if enrollment is not sufficient. Additional information can be found at: <http://southwesterncc.edu/content/emergency-medical-science>. For the most up to date class listings and location please look at our online training calendar

<http://www.southwesterncc.edu/content/ems-calendar>

CPR- American Heart Association Health Care Professional CPR: 4 hrs.

This course is geared for health care professionals, lifeguards, emergency personnel, and other persons interested in learning adult, child and infant techniques for pulmonary resuscitation, cardiac resuscitation, use of an AED, and foreign body airway obstruction for conscious and unconscious victims.

SCC PSTC Wednesday, November 2nd; 6-10pm \$65

CPR & First Aid – American Heart Association Heartsaver First Aid: 8 hrs.

This course reviews Cardiopulmonary Resuscitation, use of an AED, patient assessment, medical and environmental emergencies, triage and blood borne pathogens in order for students to attain certification in First Aid and CPR. Pre-payment required.

SCC PSTC Call for times and dates (306-7044) \$65

CPR- American Heart Association Basic Life Support Instructor: 8 hrs.

This course is geared for health care professionals, lifeguards, emergency personnel, and other persons interested in attaining AHA BLS Instructor status.

SCC PSTC Call for times and dates (306-7044) \$65

Pre-Hospital Trauma Life Support (PHTLS): 16 hrs.

This class emphasizes injury prevention, basic and advanced trauma management. Offered for EMT-Intermediates, Paramedics, RN's PA's and MD's, the class covers advanced treatment of the trauma patients as well as basic management.

SCC PSTC TBD 8A-5P \$65

Advanced Cardiac Life Support Renewal (ACLS): 8 hrs.

ACLS is geared toward experienced healthcare professionals including EMT-Paramedics, RN's, "PA's and physicians. The course focuses on advanced emergency procedures used in treating patients suffering myocardial infarction and other critical cardiac syndromes. Pre-requisites include current CPR provider certification.

SCC PSTC TBD 8A-5P \$65

Pediatric Education for Pre-hospital Professionals: 16 hrs.

(PEPP) (w/ PALS Refresher) represents a complete source of pre-hospital medical information for the emergent care of infants and children. Developed by the American Academy of Pediatrics, PEPP is an exciting curriculum designed specifically to teach pre-hospital professionals how to better assess and manage ill or injured children.

SCC PSTC TBD 8A-5P \$65

Advanced Medical Life Support (AMLS): 16 Hours

NAEMT's **Advanced Medical Life Support (AMLS)** course is an EMS education program that fully addresses how to best assess and manage the most common medical crises in patients, offering a "think outside the box" methodology. This course is for all levels of practitioners with a strong commitment to patient care, including first responders, emergency medical technicians, paramedics, nurses, nurse practitioners, physician assistants, nurse anesthetists and physicians.

SCC PSTC TBD 8A-5P \$65

Medical First Responder/EMT: 72 hrs.

The class prepares students to treat ill or injured patients in the field. The class consists of basic emergency procedures including CPR review, basic airway management, assessment and treatment of medical and traumatic emergencies. The total 72 hour class consists of didactic and hands-on patient scenario training. Current AHA/HCP-CPR certification is required. An academic grade level reading test

NC DOI Unified Command Course TBA

Alarka Fire Department **Tuesday, 7-10P**

EMS Cont. Ed Call 306-7044 for time and locations

Water Supplies 1 & 2 11/1 – 12/6/2011, Tuesdays 7-10

Balsam-Willets-Ochre Hill Fire Department **Monday, 7-10P**

EMS Cont. Ed Call 306-7044 for time and locations

Bryson City Fire Department **Tuesday, 6:30-9:30P**

EMS Continuing Education, call 306-7044 for times and locations

Water Supplies 10/25 – 11/22/2011

LP Gas Emergencies 1/3 – 1/24/2012

Burningtown–Iotla Fire & Rescue Department **Thursday, 7-10P**

..... **(EMS Continuing Education first Thursday of each month 7 – 10pm)**

Live Fire Burn Training 9/24

Salvage Level I 10/13 – 10/20/2011

Overhaul Levels I & II 10/27 – 11/10/2011

CPR Certification Course 12/1 – 12/8/2011

Canada Fire Department **Monday, 7-10P**

Fire Dept. Orientation and Safety 9/19 – 10/24/2011

TR General Rescue Operations 11/7 – 11/21/2011

Cherokee Fire Dept. **Tuesday and Thursday, 7-10P**

Fire Alarms and Communications 9/13 – 9/14/2011. 8am – 4pm

Introduction to Pumps 8/10, 8/11, 8am -5pm

Rapid Intervention Training September 2011 (Call for more Information)

Hazmat Air Monitoring and Sampling 11/10, 11/11/2011, 8am – 5pm

Clarks Chapel Fire & Rescue Department **Thursday, 7-10P**

..... **(EMS Tuesday, 7-10P)**

Fire Fighter level I Salvage 8/11 – 8/16/2011.... Thursdays & Tuesdays

Fire Fighter level I & II Overhaul Saturday, 8/27/2011 8am – 3pm

Water Supplies I & II 9/6, 9/13, 9/ 20, 9/27, 10/1

TR General Rescue Operations 9/8 – 9/22/2011

Cowee Fire & Rescue Dept. **Thursday, 7-10P**

..... **(EMS Thursday, 7:00-10:00P)**

EMS Continuing Education 9/8, 10/13, 11/10, 12/8

Fire Fighter Personal Protective Equipment 9/1 – 10/6/2011

TR General Rescue Equipment 11/3 – 11/17/2011

TR Helicopter Transport 12/1 – 12/15/2011

Cullasaja Fire and Rescue Dept. **Thursday, 7-10P**

EMS Cont. Ed. at Cullasaja First Thursday of each Month

Cullowhee Fire Department **Monday, 7-10P**

..... **(EMS Tuesday, 7-10P)**

Fire Alarms and Communications 10/31 – 11/7, 6-10pm

Building Construction 12/5, 12/9, 12/12 - 6-10pm

Franklin Fire and Rescue Department **Thursday, 7-10P**

..... **(EMS Tuesday, 7-10)**

EMS Continuing Education at PSTC 9/6, 10/4, 11/1, 12/6

Hazmat Mass & Technical Decontamination 10/13 – 12/15

Search and Rescue Training 9/8

Live Fire Training 9/22

Glenville-Cashiers Rescue Squad **Thursday, 7-10P**

(Tuesday, ALS 7-10, BLS 6-9P)

EMS Con. Education, ALS&BLS	8/16, 9/20, 10/18, 11/15, 12/20
Highlands Fire and Rescue Department	Tuesday, 7-10P
EMS Con. Education	8/16, 9/20, 10/18, 11/15, 12/20
Jackson County Rescue Squad	Tuesday, 7-10P
TR General Victim Management	7/26 – 8/23/2011
TR VMR Rescue Operations	9/6 – 9/27/2011
TR VMR Vehicle Anatomy	10/4 – 10/25/2011
Mountain Valley Fire and Rescue Department	Thursday 7-10P
Nantahala Fire & Rescue Department	Thursday, 7-10P
EMS Continuing Education	9/8, 10/13, 11/10, 12/8
Otto Fire & Rescue Dept.	Thursday, 7-10P
EMS Continuing Education	8/18, 9/115, 10/20, 11/17
Qualla Fire Department	Monday, 7-10P
EMS Continuing Education, call 306-7044 for times and locations	
TR General PPE	8/12, 8/13
TR General Rescue Equipment	9/12 – 9/19/2011, Mon 7 -10
TR General Helicopter Transport	10/3 – 10/10/2011, Mon 7-10
Savannah Fire Department.....	Monday, 7-10P
EMS Continuing Education	10/10, 12/12
Sky Valley/Scaly Mtn. Fire and Rescue Dept.....	Tuesday, 7-10P
EMS Continuing Education	8/23, 9/27, 10/25, 11/22
Sylva Fire Department	Monday, 7-10P
EMS Continuing Education	8/16, 9/20, 10/18, 11/15, 12/20
Emergency Vehicle Driver	8/29, 9/3, 9/4. 8am -5pm / Sat and Sun
Introduction to Pumps	9/12 – 10/3/2011
Basic Pump Operations	10/17 – 11/21/2011
West Macon Fire & Rescue	Thursday, 7-10P
(EMS Tuesday, 7-10)	
EMS Continuing Education at PSTC	9/6, 10/4, 11/1, 12/6
West Swain Fire Dept.....	Tuesday, 7-10P
EMS Continuing Education, call 306-7044 for times and locations	
Fire Hose, Streams, Appliances.....	TBA
Overhaul	TBA
Fire Behavior	TBA

Fire & Rescue Training Special Training Opportunities

For more information about Fire/Rescue classes or to pre-register, contact Travis Scruggs at 828-306-7045 or email him at: t_scruggs@southwesterncc.edu.

Wildland Firefighting

This course will present a series of four classes needed to function as a Wildland firefighter. The classes are the National Wildland Fire Suppression classes:

- S-130 Basic Wildland Firefighter
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fire line
- I-100 Introduction to Incident Command System.

These courses provide instruction in the primary environmental factors that affect the start and spread of wildfires and recognition of potentially hazardous situations. Also, human factors on the fire line and

basic incident command structure will be discussed. For more information contact Travis Scruggs at 828-306-7045 or visit: <http://southwesterncc.edu/content/wildland-firefighting-academy>

LAW ENFORCEMENT CERTIFICATION TRAINING PROGRAMS

Basic Law Enforcement Training: (BLET): 742 hrs.

The North Carolina Basic Law Enforcement Training is a State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs'. The course is comprised of 35 separate blocks of instruction. The commission mandated course, upon completion, will enable the graduate to be certified to work as a sworn law enforcement officer in the State of North Carolina. Students must meet all BLET admission requirements. Contact the SCC Public Safety Training Complex, 828-306-7043, or visit the College's web page, for a packet of information. Class size: Minimum 15, maximum 30. Some night and weekend classes will also be required. Day class meet 8A-6P M-F, evening class meets 6-10P M-TH and 8-5 most Saturdays. All admission requirements and required paper work must be completed and submitted prior to first class meeting. Book costs approximate \$450. Student insurance optional. Uniform shirts and physical training attire also required, cost approximately \$250. Applications must be submitted prior to the class orientation. Mandatory attendance at the orientation is required. Additional information can be found at: <http://southwesterncc.edu/content/basic-law-enforcement-training-0>

SCC PSTC	10/2011-3/2012	MTWThFSa.	8A-6P	\$175
SCC PSTC	5/8 – 9/2012	MTWThFSa.	8A-6P	\$175

National Park Service Seasonal Law Enforcement Ranger Training (NPS/SLET):

A basic training program designed to prepare Seasonal Park Rangers to perform law enforcement in areas administered by the National Park service. The sessions are 16 weeks in duration. Successful graduates are eligible to receive a Seasonal law enforcement commission which enables the bearer to carry firearms, make arrests, investigate violations of the Code of Federal Regulations, and assist in the execution of warrants. There are currently 11 existing training academies that are approved for preparing Seasonal Law Enforcement for commission to work at one of the more than 300 parks, monuments and other facilities of the National Parks in the contiguous 48 states, Alaska, Hawaii, Puerto Rico, the Virgin Islands and Guam. Admission information and application can be found at: <http://southwesterncc.edu/content/national-park-service>. Supplies and Materials: \$800 deposit is not refundable. Book/equipment costs: \$100 approximate. Other costs approximate: \$60. Some Saturday classes will be held.

SCCPSTC	8/21-12/07/2012	MTWThFSa	8A-6P	\$175
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NC Detention Officer Training: 194 hrs.

This course is offered under guidelines and requirements as set forth by the North Carolina Sheriffs' Education and Training Standards Commission. Trainees must successfully pass a State administered exam as well as demonstrate competency in all skill areas to be eligible for certification as a NC Detention Officer. Attendance at orientation is required. Books will be ordered at orientation. Uniform shirts and physical training attire also required, cost approximately \$250. Some classes may also be held during the evening hours and on the weekend, as schedule requires. Contact the Public Safety Training Center at 828-306-7040 for more information and to pre-register. Additional information can be found at <http://southwesterncc.edu/content/detention-officer-certification>

SCC PSTC	Spring 2012			\$175
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Basic Radar Certification Training: 40 hrs.

A 40-hour certification course for Officers seeking certification to operate RADAR in North Carolina. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer, BLET certified. Deputies must be in compliance with the Sheriffs’ Standards Commission. Student and/or agency must provide approved RADAR (s) for practice and testing, patrol vehicle and current RADAR training manual. Class will not be held if not sufficient enrollment. To pre-register call 828-306-7040. Additional information can be found at:

<http://southwesterncc.edu/content/radar-operator-certification>

SCC PSTC 10/19-10/26 WThFMT 8A-5P \$120

Basic Radar Re-Certification Training: 16 hrs. (2-day class)

A re-certification course for officers seeking re-certification to operate RADAR in North Carolina. Must be currently certified or certification has not been expired more than one year. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer, BLET certified. Deputies must be in compliance with the Sheriffs’ Standards Commission. Student must provide approved RADAR (s) for practice and testing, patrol vehicle, and current RADAR training manual. To pre-register contact 828-306-7040. Class will not be held if not sufficient enrollment. Additional information can be found at:

<http://southwesterncc.edu/content/radar-operator-certification>

SCC PSTC 10/18 & 10/26 TW 8A-5P \$65

RADAR/Time Distance Re-Certification Training: 16 hrs.

A re-certification course for officers seeking re-certification to operate RADAR/TD in North Carolina. Must be currently certified or certification has not been expired more than one year. Must be employed or an appointed law enforcement officer by a state or local agency or be a federal law enforcement officer, certified by NC CJ Commission or NC Sheriffs’ Commission. Student must provide approved RADAR (s) for practice and testing, patrol vehicle, and current RADAR training manual. Call the SCC Public Safety Training Center at 828-306-7040, to schedule this training for your agency. Class will not be held if not sufficient enrollment.

\$65

NC General Instructor Training:

The class will provide the information necessary to competently research, plan, prepare, present and evaluate a block of instruction in accordance with the systems approach. The student will be able to develop a lesson plan for an 80-minute block of instruction, construct a test appropriate to the 80-minute block of instruction, teach the block of instruction and complete a written examination. This course employs discussion, programmed text, demonstration and practice. Participants will need to bring any supplies and equipment needed for their presentations. This class is for potential Law Enforcement Instructors. Persons interested in this class must have a minimum of four (4) years law enforcement or law enforcement related experience. Please call the PSTC at 828-306-7046 or email Reynolds@southwesterncc.edu if you are interested in participating in this training. Class will not be held if not sufficient enrollment.

SCC PSTC Sept. 2011 \$175

Private Protection Services Firearms Training and Re-qualification Training:

This course is offered under the guidelines and requirements set forth by the Private Protection Services Board for those seeking training or re-qualification as an Armed Security Guard. This is a 32-hour for initial permit or an 8-hour course for re-qualification and covers all the requirements set forth in the NC Administrative Code 12 NCAC 07D.0807. Students will be required to pass a written exam, as well as qualify with his/her firearm both day and night with a minimum of eighty percent. Student and/or agency are required to provide qualification ammo (100 rounds minimum), weapon for qualification, duty belt, holster and magazine carriers, ear and eye protection and the appropriate range clothing.

Class enrollment is limited to 20 officers. If interested contact PSTC at 828-306-7046 to enroll. Class will not be held if not sufficient enrollment.

Telecommunicator Course – Online: 47 hrs. (This is NOT a North Carolina certification course.)

This course will provide participants with the entry-level knowledge and skills to practice as an emergency services Telecommunicator. Topics covered during this course will include civil liability, systems and equipment, overview of emergency services, communications resources, call reception, prioritization and resource allocation, broadcast techniques, rules and procedures, and training practicum. Students and or agency must provide online access to SCC's blackboard. Students will be required to meet one day for practicals and final exam at SCC's Public Safety Training Complex in Franklin. Call the PSTC at 828-306-7040, to schedule this training for your agency. Class will not be held if not sufficient enrollment.

SCC PSTC Call for times and dates

\$120

In-Service Driver Training:

During the one-day refresher class, driving skills and situational judgment dexterity will be refined and strengthened. This class will meet North Carolina's mandated in-service training requirements as the department's topic of choice. Call the PSTC at 828-306-7046 to schedule this training for your agency.

In-Service Firearms/In-Service Driving/SkidCar:

Training will be scheduled upon request of the law enforcement agency. SCC provides the training required of re-certification and designs training to meet the needs of law enforcement professionals. Call the PSTC at 828-306-7046, to schedule this training for your agency.

LAW ENFORCEMENT/DETENTION/TELECOMMUNICATOR IN-SERVICE TRAINING CLASSROOM AND ONLINE:

IN-SERVICE Training Requirements from the NC Criminal Justice and Sheriffs' Education and Training Standards Commission: The In-service NC law enforcement officer training requirements, as outlined in the NC Administrative Code, requires that every police officer certified by the NC Criminal Justice and Training Standards Commission and deputy sheriff certified by NC Sheriff Education and Training Standards Commission complete 24 hours of in-service training annually. Sheriffs' Standard also requires Detention Officer and Telecommunicators complete 16 hours of in-service training annually. The topics for these requirements are outlined in the Administrative Code. SCC will work with all agencies to meet these training requirements. Please call the PSTC at 828-306-7046, to pre-register or for additional information. Online topics will be listed on the online registration form. Both online and traditional classes will cover mandated topics, as well as optional topics to all public safety personnel to receive required training hours.

Topics for In-service Training for 2011:
Certified/Sworn Law Enforcement Officers

Mandated Topics:

- Legal Update (4hrs.)
- JMST: Interactions, Comm. & Understanding (2hrs.)
- Career Survival: Leadership & Mentoring (4hrs.)
- Domestic Violence: Lesbian, Gay, Bi-Sexual & Transgender Relationships (2hrs.)
- In-service Firearms Qualifications

Agency Choice:

- JMST: The Systems & Options (2hrs.)
- Courtroom Testimony (4hrs.)
- Active Shooter: Practical Refresher (4hrs.)
- Human Trafficking (4hrs.)
- Dealing with the Older Driver (4hrs.)
- Arrest, Search & Seizure (2hrs.)
- Haz-Mat Refresher (2hrs.)
- Bloodborne Pathogens (2hrs.)

Detention Officers

Mandated Topics:

- Legal Update (2hrs.)
- Career Survival: Interpersonal Communications (2hrs.)
- Communicable Disease & Pandemics (4hrs.)

Agency Choice:

- Testifying for Detention Officer (4hrs.)
- Hostage Situations in Detention Facilities (4hrs.)
- Subject Control Arrest Techniques Update (4 hrs.)

Telecommunicators

Mandated Topics:

- Elder Abuse Awareness & the Telecommunicator (2hrs.)
- Tactical Dispatch: An Overview (4hrs.)
- Handling Difficult Callers (4hrs.)

Agency Choice:

- Effectively Working Through Major Events (4hrs.)
- Healthy Living for Telecommunicators (2hrs.)
- Shift Work-Effective Coping Skills for Telecommunicator (4hrs.)

Please contact the PSTC at 828-306-7046 for locations and dates of training.

Health Care Professions

Medication Aide: This course is designed to meet the training requirements for becoming qualified to be a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Pre-requisites: High School Diploma or GED and must be able to follow and communicate verbal and written English instructions. Students entering this program must be on the Nurse Aide Registry and have a current CPR card. Students must purchase the required text directly from the Bookstore prior to class. Supply fee \$36. Instructor: Darlene Sawyer.

SCC, Swain Campus FSaSu 9/16-9/18 8A-4:30P \$65

Certified Nursing Assistant: The Certified Nursing Assistant (CNA) Training Program offers 163 hours of orientation (1 hr.), classroom (100 hrs.), clinical experience (48 hrs.), CPR training (8 hrs.) and testing (6 hrs.). Successful completion of the course involves not missing more than 8 hours of class, no clinical or CPR hours can be missed. Graduates are then eligible to sit for the State Competency Exam administered by Pearson VUE, Inc. The cost of the exam is an additional \$101 payable to NACES. After successful completion of the State Competency Exam, graduates will be registered on the North Carolina Department of Facilities Services Nurse Aide Registry.

The N.A.1 can work under the direction of a RN, performing basic nursing techniques on clients who are sick or who have chronic health problems. One hundred and sixty-five tasks are necessary, including personal care, turning, transferring, assisting with walking, lifting, exercising, feeding, administering enemas, taking blood pressures and vital signs, changing clean dressing and caring for the body after death. The tasks require the ability to see and hear accurately. Students are required to be able to perform fine motor skills with their hands.

All students are required to take a reading test and pass at a 9th grade level. Students must contact Jay Sain at the Jackson Campus- 339-4332 to make an appointment to test.

Students must pay \$192 to SCC for registration and malpractice insurance. Students must also pay an additional fee of \$36 for supplies and all students must purchase the required text directly from the Bookstore prior to class. Also, students are required to present proof of insurance or purchase an accidental only policy through SCC for an additional \$15 at time of registration. If a third party is paying, an original authorization letter must be presented.

All students enrolling in the Nurse Aide Program at SCC are required to attend an orientation session held prior to the start of the class.

Those who are interested should call Amanda Pressley at 828-339-4305 for detailed information and to pre-register. Class seating is limited.

SCC, Swain Center

10/3-12/19 MT class/ThSa Clinic E. Waldroup \$192 plus insurance and supplies

Class 4:00-9:30P

Clinical 6:45A-3:3:30P

Nursing Assistant II: Upon completion of this 166-hour course (80 classroom, 80 clinical, 6 testing) the student will have the basic skills and knowledge of oxygen therapy, fecal impaction removal, sterile dressing change, IV fluid assistance activities, tube feeding, suctioning, tracheostomy care, ostomy care, and urinary catheterizations. They will be listed on the Nurse Aide II Registry upon satisfactory completion and passing of the state exam. Pre-requisites: Angel Medical Center requires students entering the facility to have a criminal background check and drug test prior to the clinical portion of the NA II class. High School Diploma or GED and must be able to follow and communicate verbal and written English instructions. Students entering this program must be on the Nurse Aide Registry and have a current CPR card. Students must purchase the required text directly from the Bookstore prior to class. Insurance (for those not covered) \$15. Supply Fee: \$83.

SCC, Swain Center

9/26-11/16 S. Smith \$192 plus insurance and supplies

Class MTWTH 5P-10P and some Sa 8A-1:00P

Clinical TTTHSa varies 8A-4:30P

Please call Amanda Pressley in the Health Sciences Division Office at 339-4305 for more detailed information on up-coming classes.

Personal Enrichment- *Have fun and Learn a Skill* ***Self-Supporting, No Fee Waivers***

Beginner Spanish Level I : Beginner Spanish-Level I provides the foundation upon which future levels will be based. The focus of this class is to learn proper pronunciation as well the basic structure of the language. Present-tense verb conjugations are considered as well as the correct formation of sentences, negative sentences and questions. Latin American cultural difference will be discussed which will definitely help those who are planning a trip to a Spanish speaking Latin American country. Alice Rainone will be the instructor. He has taught hundreds of students across WNC in the past decade. Self-Supporting.

SCC Jackson Campus M 9/12- 11/14 6P-9P \$85
(skip dates are 10/3 & 10/10- a book will need to be purchased for this class book cost approx. \$22.00)

Cake Decorating Class

The basic cake decorating class is designed to teach the fundamentals of cake decorating step by step. Learn how to use cake decorating tools, cake preparation and basic cake decorating techniques. You'll have fun and take home a great looking cake! Please check out our website for upcoming classes, also keep your eye out for upcoming class in newspapers. Self- Supporting

Conversational Spanish: We are offering a language class in Cashiers this Fall. Local teacher and linguist, Richard Plotts will be offering a class in conversational Spanish for persons in the Cashiers/Highlands area. Learn some of the basics of Spanish conversation used in everyday life. Self-Supporting.

SCC Cashiers Center M 9/19- 10/24 6P-9P \$60

Digital Camera Basics: This course will cover the basics of using your digital camera and using the various functions and tools available with it. There will be practical applications of photography theory and opportunities to explore several forms of expression. The class will conclude with the basics of getting digital photos from the camera to a computer, and simple editing and production of prints. Self-Supporting.

SCC Swain Center T 9/20-10/11 6P-8P \$55

Drawing on the Right Side of the Brain

Jan Adams, local artist, has been teaching this workshop for many years. Based on the classic 1979 book by Betty Edwards, this class will not only be about drawing but about enhancing creativity and artistic confidence. Participants will look at these concepts and more: differences in the right and left side of the brain when creating art, perceiving shape and space, and portrait drawing with ease. No previous art experience necessary for the class—yet students will experience more than they ever expected. Self-Supporting.

SCC Jackson M 9/12-10/17 6P-8P \$60

Fun with Gourds

Learn how to decorate and add greater dimension to your gourd decorating by using sculpey. You will learn how to transfer designs, add simple decorative designs, make lids and explore endless possibilities. You will finish one gourd from beginning to a finished piece. The instructor, Jan Adams is a local artist that is quite accomplished in the natural arts. Self-Supporting.

SCC Jackson Campus Th 9/22-10/13 6P-8P \$40

Fine Woodworking- Handtools I

Brian Bartel, a master woodcrafter from Sylva will be leading a variety of classes in the coming months for those who would like to learn the art of fine woodworking.

Hand Tools I is a basic course on the use and maintenance of the basic tools of fine wood workers. You will learn to identify, sharpen and use a variety of chisels, planes, scrapers, and handsaws. You will discover that all of these tools can be obtained rather inexpensively and you will not need to invest in power tools to maintain them.

This course is designed for a small group and will offer lots of hands-on attention from the instructor. Self-Supporting.

SCC Jackson Campus T 10/18-11/8 6P-8P \$40

So You *Don't* Think You Can Dance?

Join professional ballroom dancer and coach, Jann Soud, in an introduction to two of the most popular dances, swing and waltz. Self-Supporting.

Waltz is the most elegant ballroom dance but its basic steps are also easy to learn. This versatile dance can go from country to contra to a formal occasion.

Swing (jitter bug) may be the most fun dance of all and one of the easiest to learn. With classic music from the 40's and 50's to today, you'll learn how easily basic swing works on any dance floor.

Waltz

SCC Macon Campus Th 10/6-11/10 5:30P-6:30P \$55

Swing

SCC Macon Campus Th 10/6-11/10 6:30P-7:30P \$55

Stating Your Case...Persuasively

Ever get the feeling that nobody's listening? Then join author and commentator Gerry Soud as he helps unleash your inner voice giving you some clever writing tools that can get you heard in any publication or public speaking venue.

In this 3-week, 2-hour class, participants will learn to express their points of view with clarity, persuasion and, most importantly, *attitude*. Any subject is fair game. The goal is getting you published or giving you the confidence to speak persuasively in public. They say the pen is mightier than the sword. Here's your chance to prove it. It's time your inner voice had an audience.

Mr. Soud is the author of *Life As I Slice It*, a humorous collection of essays, and a frequent commentator on NPR and in regional publications. Self-Supporting.

SCC Macon Campus Th 10/6-10/27 5:30P-7:30P \$55

Introduction to Basic Spinning

This course will provide a basic foundation for the spinning process and the basics of fiber art. The student will learn the basics of various types of spinning wheels and will experience making finished yarn from a product with a wheel. This is a hands on class meant to pass on an old tradition and to have fun.

The instructor, Gail Johnston, is a local fiber artist and one of the area's most knowledgeable experts on spinning and fiber products. A spinning wheel will be provided for use during the three weeks. Compare the cost of this class with others in the area, and you will discover that this is a bargain. Self-Supporting.

SCC Jackson Campus Th 9/29-10/13 6P-8P \$100 (includes materials)

Demystifying the Guitar

This 4-week class will give you a fundamental system that allows you to teach yourself to play the guitar. Wendell McRae will introduce the novice guitar player to open and closed guitar. Students will get hands on experience in everything from history of guitar relating to the mountains, tuning and slide chords to picking styles. Students should bring their own instrument. Self-Supporting.

SCC Macon Annex	Th	8/25-9/15	6P-9P	\$46
SCC Macon Annex	Th	10/13-11/3	6P-9P	\$46
SCC Jackson Campus	Th	11/10-12/8 (skip 11/24)	6P-9P	\$46

NEW OFFERINGS FOR FALL 2011

Self Defense for Women

These two Saturday workshops are being offered by Donna Weigel, owner and instructor for Carolina Rape Escape. She has offered these classes in numerous settings and in other community colleges in North Carolina (www.carolinarapeescape.com).

FIGHT LIKE A GIRL

This is the most popular course taught in the series. It is centered on the "Stay with People" principle and covers the most common sexual assault scenarios. This module is especially effective for attacks in parking lots, parking garages and other areas where it is imperative that you not be taken to a secondary location where you can be raped and murdered. Students learn to escape the dreaded and deadly "blitz" attack from behind as well as how to defend their space and keep an attacker from conducting a successful "interview". Self-Supporting.

SCC Jackson Campus	Sat	9/24	9A-12N	\$30
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GIRLS ON GUARD

This module centers on the "Go to People" principle and is probably the module most often taught initially in high schools and universities by instructors. The module covers date rape scenarios and provides the tactics and techniques students need to defend against an attack in a secluded area and escape to a populated area. It is designed to defend against attacks that can be perpetrated by acquaintances and, considering that 75% of all attacks are committed by someone who knows you, this module could be one of the most practical. Self-Supporting.

SCC Jackson Campus	Sat	10/22	9A-12N	\$30
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INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE

As seen on GOOD MORNING AMERICA: Learning to play the piano need not be a tortuous regimen of scales, exercises, note-reading, counting and theory. Take a few entertaining hours to learn how to play the piano the way the pros do -- with chords. Save time and money with this innovative approach that shows you the easy way to play several songs right in class -- then develop your techniques at home using the class workbook and 60-minute CD provided by the Instructor. This is a beginning course in chord piano that also works for those who play traditional piano -- we use the same learning techniques as the Public Television program "Play Piano in a Flash." Join us for this fun, effective class, and you'll be playing your favorite songs soon after this one session! Instructor: Deborah Belcher. Self-Supporting.

Note: for a free start-up pamphlet on reading treble clef quickly & easily: send self-addressed, stamped #10 envelope to SMI, 31 Killian Road, Asheville, NC 28804.

SCC Jackson Campus	Sat	10/1	9A-12N	\$75
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Registration fee includes workbook, handouts and 60 minute practice CD

Discover the Ancient Art of Papermaking (One day workshop, 3 hours)

Handmade paper has a rich texture and an interesting history. Haven't you always wanted to make your own? You'll learn to recycle and make paper from scratch using cotton pulp. Plan to make a mess, have fun, and come away with beautiful paper for greeting cards, scrapbooks, letters and craft projects. Once you learn the basics of this craft, the possibilities are endless. Self supporting.

SCC Jackson	Th	9/29	6P-9P	\$45
SCC Macon (TBA)	Th	9/22	9A-12N	\$45

Handmade Paper In-Depth (Three sessions, 2.5 hours each)

An in-depth class covering several methods and techniques of basic western papermaking. Add scents, colors, and botanical accents. Make your paper acid-free and water-resistant. Experiment with a variety of professional pulps including cotton linter, denim, abaca, recycled, and flax. Learn ways to use your finished products.

Each week will include at least 30-45 minutes of "studio" time to practice the techniques learned that day. Students will take home samples each week. Supply fee includes a mold, deckle, and felts for each student to keep, and pulps and additives for use during class. Each student receives a portfolio/workbook to keep track of papermaking information and their work week by week. Self supporting.

SCC Jackson	T	11/1-11/15	6P-8:30P	\$110 + \$25 Materials Fee
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Handmade Paper for Special Occasion

Make and use a variety of handmade paper for special events: table decorations, party favors, and holiday trimmings. No previous experience necessary, all supplies included for use during class. Self supporting.

SCC Cashiers	T	11/8	10A-12N	\$30
SCC Macon (TBA)	Sat	11/12	9A-11A	\$30

In cooperation with the Jackson County Green Energy Park, SCC Continuing Education is offering the opportunity for the community to experience the art of glassblowing with several different options from master craftsman Clayton Hufford (www.claytonhufford.com). Compare these prices with similar programs in the area and they are very competitive.

Learn the basics of glassblowing by making your own drinking glass

Learn the fundamentals of glass blowing through demonstrations, exercises, and one-on-one instruction. Students will learn safety in the studio, proper use of glass tools, and hotshop etiquette while working with other students. You will learn how to gather glass from the furnace, shape it on the marver (steel table), and blow a bubble into a desired shape. These basic techniques will enable students to create their own clear glass tumbler. This is an introductory class, which provides basic skills so you may take more advance classes as a follow up. The class will provide a unique opportunity to blow glass powered by methane from the Jackson County Green Energy Park. Come work in a supportive environment with others eager to learn. No experience required. Six participants are required to run a full class. Self supporting.

This class is available:

Jackson Green Energy Park	W	9/21	6P-9P	\$85
Jackson Green Energy Park	W	9/28	6P-9P	\$85

Make your own drinking glass from recycled bottles

This class offers a rare opportunity to make your own drinking glass from recycled glass bottles. Bottles are collected from the local recycling center, cleaned, cut, and heated to 1000 degrees Fahrenheit. Once hot, the bottles will be stuck to a steel rod by students and open into a drinking glass. Bottles will be provided or students may also bring their own if they prefer. Any glass bottles are usable regardless of color or shape. Students will learn how to safely cut glass with a diamond saw and better understand how various types of glass respond to heating and cooling temperatures. This is a great opportunity to manipulate recycled bottles with sustainable energy. The class will provide a unique opportunity to work with glass equipment powered by methane from the Jackson County Green Energy Park. Come work in a supportive environment with others eager to learn. No experience required. Six participants are required to run a full class. Self supporting.

This class is available:

Jackson Green Energy Park	M	9/19	6P-9P	\$85
Jackson Green Energy Park	M	9/26	6P-9P	\$85

Learn Fundamentals of Glassblowing

Learn the fundamentals of glass blowing through demonstrations, exercises, and one-on-one instruction. Students will learn safety in the studio, proper use of glass tools, and hotshop etiquette while working with other students. These basic techniques will enable students to create simple blown and solid forms. We will create clear forms as well as study various applications to incorporate color into a piece. The class will provide a unique opportunity to blow glass powered by methane from the Dillsboro Green Energy Park. Come work in a supportive environment with others eager to learn. No experience required. Self supporting.

This class offered:

Jackson Green Energy Park	Sat	9/24	10A-5P (+ lunch break)	\$150
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Communications for the Workplace- Continuing Education for your office or business

Susan Cain, one of our regular faculty at SCC is offering these two classes for the community. They can be arranged to fit with your program and schedule. They are two hours in length and can be done in your conference or meeting room. ***Give Michael Rich a call to get more details—(828) 339-4497***

Communications and Healthcare (2 Hours)

Whether you are a practicing healthcare professional, a patient, or caregiver, you know that communication is the key to exceptional patient care. Research shows that communication issues are critical to patient care and outcomes. This course will give you the basics to improve communication not only with patients and their caregivers, but with others in the medical profession as well.

Intercultural Communication (2 hours)

Our communities are growing more diverse and our world is becoming smaller because of media and mass communications. Anybody living and working in our region has experienced the issues involved with communicating cross culturally. This workshop is designed to help persons communicate better with those who may be different by language, culture and background.

PLUS 50 PROGRAM

ReadytoGo Classes

The Plus 50 Program at SCC is offering classes that are ready to go to your community on your schedule. They are designed to be held almost anywhere there is a group of interested learners and some basic facilities (chairs, electric outlet, a projection screen or blank wall). For instance, you could schedule a class for your church group, a civic or community club, or we can arrange for your group at an available SCC facility.

Here are the classes available in Fall 2011:

Happiness 101- A Short Course on Living with Joy and Lasting Fulfillment

Based loosely on the most popular course taught at Harvard University (Psych 1504) in the past decade. The course regularly enrolled over 800 students per semester and was the focus of numerous newspaper, magazine and media stories. We will look at the social/psychological research being done on happiness and satisfaction and look at ways to apply them in daily life.

Live Long and Prosper

Based on the best-selling book by National Geographic explorer, Dan Buettner (The Blue Zones: Lessons for Living Longer From the People Who've Lived the Longest) we will explore the basics of longevity and aging from various cultures and look at ways to apply them right where we are.

In order for a class to run, we need a minimum of 4 students paying \$20 dollars each.

LUNCH AND LEARN

The Plus 50 program has regular programs open to the public in Cashiers, Sylva and Franklin. We have scheduled free learning opportunities at the Senior Café in Cashiers, the Senior Center in Sylva, and the Macon Senior Center in Franklin.

The opportunities include guest speakers, learning activities and discussion before or after the congregate meals in these locations. They are generally scheduled for once or twice per month at each site. Call the respective centers for more information about the meal program and to get the most recent schedule of lunch and learn programs.

Cashiers Senior Café- (828) 743-9215

Jackson County Senior Center- (828) 631-8041

Macon Senior Center- (828) 349-2058

For more information about the Plus 50 Program at SCC, call **Michael Rich (828) 339-4497** or go to: **blogs.southwesterncc.edu/plus50/**

Professional Licensure & Certification

If you do not see your profession represented and would like to request training, call 1-828-306-7034 or email scotts@southwesterncc.edu

A+ Essentials Certification Exam (220-701) Prep: (72 hrs.) The class will prepare you for the first part of the Computing Technology industry Association (Comp TIA) A+ Certification. You can earn the A+ certification after you pass two exams (220-701 and 220-702). This class will help prepare you for the 220-701 exam. Skills learned in this class will include the installation, maintenance, and troubleshooting of common devices such as desktops, laptops, network and wireless devices, printers, and monitors. You'll also study installation and troubleshooting of common components such as CPUs, memory, disks, and power supplies. Participants need to have an excellent working knowledge of personal computers, DOS and Windows. Textbook required. **Scholarships potentially available for qualifying students.**

SCC Macon Annex T,Th 9/1-11/22 6P-9P Seth Kinsland \$175+\$5TF

Electrical Contractor CE: (8 hrs.) This course provides contractors with an overview of Chapters 1-8 of the National Electrical Code (NEC). Information on the code and understanding code interpretations will be addressed. A better working knowledge of applying the 2011 NEC in the field will be gained to assist the contractor in code compliance. This course meets the requirements of the NC State Board of Examiners of Electrical Contractors for 8 hours of continuing education credit and is not sponsored by the Board. (Students should bring a copy of the 2011 NEC). ***This course is for all classifications of NC Electrical Licenses except Unlimited.***

SCC, Macon Annex, Room 102

Sa	4/21/12	8A-5P	Carroll Poindexter	\$65
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Flagger Training: (4 hrs.) This four hour flagger certification course teaches the basic procedures and operations needed to become a Flagger. This course will provide each participant with the knowledge, skill, and responsible attitude to control traffic through work zones (safely-effectively-quickly). The course prepares participants to do highway or utility flagging.

SCC Macon Annex, Room 102

M	10/10/11	8A-12N	Keith Allen	\$65
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Flipping Homes- How to Locate, Buy, Renovate and Sell Homes Profitably: (6 hrs.) Topics will include finding an opportunity, evaluating its profit potential, locating lenders, renovating, staging, and selling the home. ***Self-Supporting.***

SCC, Macon Annex, Room 102

F	9/30	9A-4P	Robert Holt	\$35
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Independent Auto Dealer Continuing Education: (6 hrs.) House Bill 432 mandates that any independent auto dealer seeking renewal of his/her license must show proof of attendance at a DMV-approved, six-hour Continuing Education class each year. This class will focus on NC Motor Vehicle Dealers and Manufacturers Regulation and on the Vehicle Registration Section Title Manual. ***Self-Supporting.***

SCC, Jackson Campus, Bradford 100

F	10/7/11	9A-4P	Dennis Mauk	\$65
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NC Auto Safety Inspection Certification: (8 hrs.) This course covers the inspection rules and procedures of a public inspection station. Safety inspectors are responsible for knowing all the information in the NC Safety Inspection manual.

SCC, Jackson Campus, Bradford 100

T,W	9/13-9/14	6P-10P	Richard Frady	\$65
T,W	10/18-10/19	6P-10P	Richard Frady	\$65
T,W	11/29-11/30	6P-10P	Richard Frady	\$65

NC Broker-In-Charge Annual Review (BICAR): (4 hrs.) This course is written by the N.C. Real Estate Commission for Brokers-In-Charge only. ***Self-Supporting.***

SCC Macon Annex, Room 102

F	10/14	8A-12N	Bob Holt	\$50
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NC Real Estate Update: (4 hrs.) 2011-12 NC Real Estate Update Course (9912). This course is written by the N.C. Real Estate Commission. The cost of course materials are included in the registration fee. ***Self-Supporting.***

SCC, Macon Annex, Room 102

F	9/9	8A-12N	Bob Holt	\$50
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NC Real Estate Elective Course: (4 hrs.) *Red Flags Property Inspection Guide*-Students can increase their value as real estate agents by learning how to recognize "red flag" signals that may indicate property defects. Topics covered include: Red Flags: What Are They and What Causes Them?, Inspecting for Red Flags Inside and Outside the Home, and Red Flags Associated with Environmental Hazards and Hazardous Materials. This course includes detailed home inspection techniques with illustrations and background information on asbestos, radon, lead, and other hazards to homeowners. It has been designed to be a valuable tool for non-experts who may need help detecting red flags in residential properties. *Self-Supporting*.

SCC, Macon Annex Room 102

F	9/23	8A-12N	Bob Holt	\$50
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Notary Public Education: (6hrs.) This course covers the qualifications, procedures and certification for becoming a notary. Students must possess a high school diploma or equivalent, be at least 18 years of age, reside legally in the United States and have the ability to read, write and speak the English language. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. Students are encouraged to purchase and read through the textbook prior to attending the course. The required textbook, *Notary Public Guidelines for North Carolina 10th Edition*, may be purchased at the College Bookstore prior to class. Book cost is approximately \$27.75. Students must present a current photo ID (including signature & physical description) to be admitted to class. Only state or federal government ID or federal or state recognized tribal government agency ID are acceptable.

SCC, Jackson Campus, Founders Hall 117

M,T	9/26-9/27	6P-9P	Kitty Brendell	\$65
M,T	10/24-10/25	6P-9P	Kitty Brendell	\$65
M,T	12/5-12/6	6P-9P	Kitty Brendell	\$65

OSHA 10 Hour Construction Outreach

This course is designed for construction workers, foremen, job supervisors, and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by **OSHA 29 CFR 1926**. Upon successful completion, students will receive an OSHA 10-Hour Construction Outreach DOL course completion card.

SCC, Jackson Campus, Bradford Hall 100

T,Th	12/1-12/8	5:30P-9P	Keith Ashe	\$65
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OSHA 10 Hour General Outreach

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter.

SCC, Jackson Campus, Bradford Hall 201

T,Th	9/13-9/22	5:30P-9P	Keith Ashe	\$65
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Professional Office Management: (118 hrs.) This program will prepare the student to successfully work in an office environment. Topics presented: office management, computer business applications, word processing and QuickBooks. The student will also complete the Notary Public education class and the Career Readiness Certification (CRC). **Scholarships potentially available for qualifying students.**

SCC Macon Annex, Room 103

T,W,Th	9/13-11/17	9A-1P	Trish Myler	\$175+\$5TF
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Tanning Bed Operator Certification: (8 hrs.) This class is mandatory for anyone who works with tanning beds. **Self-Supporting.**

SCC, Jackson Campus, Bradford Hall 100

Sa 10/8 8:30A-5:30P Janessa Brown \$65

Your Role in the Green Environment: (15 hrs.) This course will examine green construction principles and methodologies. *Your Role in the Green Environment* introduces the LEED Green Building Rating System, helps identify construction activities that contribute to a project's LEED rating, and addresses common construction pitfalls to avoid in achieving LEED certification. The curriculum is endorsed by Green Advantage® and recognized as beneficial to students and practitioners planning to sit for the Green Advantage Commercial/Residential certification exam. Book Cost (\$35 approx.)

SCC, Jackson Campus, Bradford Hall 201

T,Th 10/4-10/18 6P-9P Keith Ashe \$65

Online Courses-ED2Go Classes

Registration and Information: If you are a highly motivated learner with a busy schedule, taking a class over the Internet offers an opportunity to gain skills without the structure of the traditional classroom.

These courses are all six week courses and in some cases you will be able to earn CEU's (based on your final exam).

Start Dates: A new section of every course in this schedule will begin on the following dates: Sept 21st, Oct 19th, Nov 9th, Dec 14th, Jan 18th. To review the course description and outlines, and to register for these classes, visit www.ed2go.com/scc. For additional information, e-mail mindyc@southwesterncc.edu

How to Get Started:

1. Visit our Online Instruction Center at: www.ed2go.com/scc
2. Click the *Orientation* link and follow the instructions to enroll and pay for your course. During orientation, choose the name and password to access your course. **After orientation you will be sent a registration form via email. Print out, sign and return by mail to SCC, P.O. Box 3321, Cashiers, NC 28717 or fax (828) 743-0458 with payment at least three days before class starts.**

AVAILABLE CLASSES

There are 100+ classes offered through **ED2Go**, in 11 broad areas. Below you will find a partial list of all that we have to offer. Some classes are listed in more than one area online.

For a complete list, we recommend that you go to the website:

www.ed2go.com/scc

ACCOUNTING AND FINANCE

(24 offerings in 3 categories-Accounting Fundamentals, Accounting Software, and Personal Finance and Investments)

Some of the offerings:

Accounting Fundamentals I \$65 + \$5 TF

Accounting Fundamentals II \$65 + \$5 TF

Intro to Microsoft Excel 2007	\$65 + \$5 TF
Introduction to QuickBooks 2010	\$65 + \$5 TF
Intro to Peachtree Accounting 2009	\$65 + \$5 TF
Performing Payroll in QuickBooks 2010	\$65 + \$5 TF
QuickBooks 2010 for Contractors	\$65 + \$5 TF

BUSINESS

(78 offerings in 9 categories- Business Communication, Business Software, General Business Skills, Grant Writing, , Management and Leadership, Non-Profit, Project Management, Sales and Marketing, Start Your Own Business)

Some of the offerings:

Creating a Successful Business Plan	\$65 + \$5 TF
Growing Plants for Profit	\$65 + \$5 TF
Real Estate Investing	\$65 + \$5 TF
Principles of Sales Management	\$65 + \$5 TF
Starting a Non-Profit	\$65 + \$5 TF
Leadership	\$65 + \$5 TF
Introduction to Microsoft Project 2007	\$65 + \$5 TF
Get Grants!	\$65 + \$5 TF

COMPUTER APPLICATIONS

(61 offerings in 3 categories-Adobe, Microsoft, Other Applications)

Some of the offerings:

Photoshop CS5 for the Digital Photographer	\$65 + \$5 TF
Introduction to Dreamweaver CS4	\$65 + \$5 TF
Introduction to Flash CS4	\$65 + \$5 TF
Introduction to Microsoft Excel 2010	\$65 + \$5 TF
Introduction to Microsoft Powerpoint 2007	\$65 + \$5 TF
Introduction to Microsoft Word	\$65 + \$5 TF
Introduction to CorelDRAW X3	\$65 + \$5 TF

DESIGN AND COMPOSITION

(52 offerings in 5 categories-Adobe Software, Digital Photography, Graphic Design, Multimedia and Web Design)

Some of the offerings:

Introduction to Adobe Acrobat 9	\$65 + \$5 TF
Introduction to Illustrator CS4	\$65 + \$5 TF
Photographing Nature with Your Digital Camera	\$65 + \$5 TF
Introduction to InDesign CS4	\$65 + \$5 TF
Creating Web Pages I	\$65 + \$5 TF
Making Movies with Windows Vista	\$65 + \$5 TF
Intermediate Dreamweaver CS4	\$65 + \$5 TF

HEALTH CARE AND MEDICAL

(26 offerings in 7 categories-Alternative Medicine, Ancillary, EMS and Firefighters, Ethics, Law and Compliance, Health Care Certificate, Health Information Management, Veterinary)

Some of the offerings:

Complementary and Alternative Medicine	\$217 + \$5 TF
Introduction to Natural Health and Healing	\$84 + \$5 TF
Become a Physical Therapy Aide	\$65 + \$5 TF
Handling Medical Emergencies	\$84 + \$5 TF
HIPAA Compliance	\$65 + \$5 TF
End of Life Care	\$207 + \$5 TF
Perinatal Issues	\$112 + \$5 TF
Medical Terminology: A Word Association Approach	\$65 + \$5 TF
Spanish for Medical Professionals	\$65 + \$5 TF
Become a Veterinary Assistant	\$65 + \$5 TF

LANGUAGE AND ARTS

(80 offerings in 6 categories- Arts, Creative Writing, Digital Photography, Graphic and Multimedia Design, Languages, and Publishing)

Some of the offerings:

Drawing for the Absolute Beginner	\$65 + \$5 TF
Pleasures of Poetry	\$84 + \$5 TF
Writing Essentials	\$65 + \$5 TF
Advanced Fiction Writing	\$65 + \$5 TF
Mastering Digital Photography: Photographing People	\$65 + \$5 TF
Intermediate Photoshop CS4	\$65 + \$5 TF
Making Movies with Windows XP	\$65 + \$5 TF
Speed Spanish	\$65 + \$5 TF
Spanish for Law Enforcement	\$65 + \$5 TF
Beginners Guide to Getting Published	\$65 + \$5 TF

LAW & LEGAL

(13 offerings in 6 categories- Business and Corporate, Criminal Law, General Law, Litigation, LSAT Preparation and Paralegal)

Some of the offerings:

BUSINESS LAW FOR THE SMALL BUSINESS OWNER

Employment Law Fundamentals	\$65 + \$5 TF
Introduction to Criminal Law	\$89 + \$5 TF
Constitutional Law: Bill of Rights	\$89 + \$5 TF
Real Estate Law	\$65 + \$5 TF
Evidence Law	\$89 + \$5 TF
LSAT Preparation – Part 1	\$84 + \$5 TF
LSAT Preparation – Part 2	\$84 + \$5 TF
Paralegal Program 1	\$159 + \$5 TF

PERSONAL DEVELOPMENT

(124 offerings in 10 categories- Arts, Children, Parents and Family, Digital Photography, Health and Wellness, Job Search, Languages, Personal Enrichment, Personal Finance and Investments, Start Your Own Business, Test Prep)

Some of the offerings:

Music Made Easy	\$65 + \$5 TF
Going Green at Home	\$65 + \$5 TF
Genealogy Basics	\$65 + \$5 TF
Understanding Adolescents	\$65 + \$5 TF
Secrets of Better Photography	\$65 + \$5 TF
Lose Weight and Keep It Off	\$84 + \$5 TF
Twelve Steps to a Successful Job Search	\$84 + \$5 TF
Conversational Japanese	\$65 + \$5 TF
Instant Italian	\$65 + \$5 TF
Get Funny!	\$65 + \$5 TF
Interpersonal Communication	\$65 + \$5 TF
Personal Finance	\$84 + \$5 TF
Introduction to Stock Options	\$84 + \$5 TF
Start Your Own Arts and Craft Business	\$65 + \$5 TF
Start Your Own Consulting Practice	\$65 + \$5 TF
GMAT Preparation	\$84 + \$5 TF
GRE Preparation – Part 1	\$84 + \$5 TF
GRE Preparation – Part 2	\$84 + \$5 TF

TEACHING AND EDUCATION

(61 offerings in 7 categories- Classroom Computing, Languages, Mathematics, Reading and Writing, Science, Test Prep, Tools for Teachers)

Some of the offerings:

Creating a Classroom Web Site	\$65 + \$5 TF
Easy Classroom Podcasting	\$65 + \$5 TF
Teaching ESL/EFL Grammar	\$65 + \$5 TF
Teaching ESL/EFL Vocabulary	\$65 + \$5 TF
Writing for ESL	\$65 + \$5 TF
Everyday Math	\$65 + \$5 TF
Introduction to Algebra	\$65 + \$5 TF
Teaching Writing: Grades 4-6	\$65 + \$5 TF
Guided Reading and Writing: Strategies for Maximum Student Achievement	\$65 + \$5 TF
Teaching Science: Grades 4-6	\$65 + \$5 TF
Praxis I Preparation	\$65 + \$5 TF
Creating K-12 Learning Materials	\$65 + \$5 TF
Grammar Refresher for Writers	\$65 + \$5 TF
Survival Kit for New Teachers	\$65 + \$5 TF

TECHNOLOGY

(87 offerings in 8 categories- Certification Preparation, Computer Fundamentals, Computer Programming, Database Management, Graphics and Multimedia Design, Networking and Communications, Security and Web Technology)

Some of the offerings:

Advanced A+ Certification Prep	\$114 + \$5 TF
Comp TIA Network+Certification Prep	\$114 + \$5 TF
Comp TIA Security+ Certification Prep	\$114 + \$5 TF
Intermediate A+ Certification: Operating System	\$114 + \$5 TF
Introduction to Programming	\$65 + \$5 TF
Introduction to Linux	\$65 + \$5 TF
Introduction to PC Troubleshooting	\$65 + \$5 TF
Introduction to C++ Programming	\$65 + \$5 TF
Introduction to C# Programming	\$65 + \$5 TF
Introduction to Java Programming	\$65 + \$5 TF
Introduction to PHP and MySQL	\$65 + \$5 TF
Introduction to SQL	\$65 + \$5 TF
Introduction to Oracle	\$65 + \$5 TF
Creating Web Graphics with Photoshop CS3	\$65 + \$5 TF
Introduction to Networking	\$65 + \$5 TF
Wireless Networking	\$65 + \$5 TF
Introduction to PC Security	\$65 + \$5 TF
Advanced PC Security	\$65 + \$5 TF
Designing Effective Websites	\$65 + \$5 TF
Achieving Top Search Engine Positions	\$65 + \$5 TF

WRITING AND PUBLISHING

(42 offerings in 4 categories- Business Writing, Creative Writing, Grant Writing and Publishing)

Some of the offerings:

Fundamentals of Technical Writing	\$65 + \$5 TF
Effective Business Writing	\$65 + \$5 TF
Writing Essentials	\$65 + \$5 TF
Mystery Writing	\$65 + \$5 TF
A to Z Grant Writing	\$65 + \$5 TF
Writing Effective Grant Proposals	\$65 + \$5 TF
Publish It Yourself: How to Start and Operate Your Own Publishing Business	\$65 + \$5 TF
Introduction to Internet Writing Markets	\$65 + \$5 TF